

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: April 30, 2012

TO: All Agencies and Campuses in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services Division

RE: **PAYROLL PROCEDURES MANUAL – APRIL REVISION # 04-12**

The Internet version of the Payroll Procedures Manual (PPM) has been updated and the sections below have been replaced with the current PDF version for April 2012. The manual can be obtained by accessing the State Controller's Office public web site at: [www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html).

Vertical revision bars in the right margins indicate additions, deletions, or changes. Revision bars are not inserted for format and minor grammatical changes.

The revised sections for the April 2012 PPM are provided below.

**Section B**      **018:** Charitable Contribution Organization Codes, updated.  
                     **019:** Code 021 – State Agency Program Fee Codes, updated.  
                     **023:** Code 050 – Parking Organization Codes, updated.  
                     **024:** Code 051 – Credit Union Organizations Codes, updated.  
                     **025:** Code 074 – Insurance/Employee Benefit Organization Codes, updated.  
                     **027:** Code 088 – Dues Association Organization Codes, updated.

**Section H**      **008:** Deduction Priority, updated.

**Section I**      **007:** Collection Provisions, updated.  
                     **008:** Collective Bargaining Contracts, updated.  
                     **011:** Collection Methods, updated.  
                     **015:** Statute of Limitations, updated.  
                     **032:** Accounts Receivable Offset – Leave Credit Use, updated.

PLEASE NOTE: For instructions to subscribe or unsubscribe to the Automated LISTSERV Management System (LISTSERV), go to: [www.sco.ca.gov/ppsd\\_ppm.html](http://www.sco.ca.gov/ppsd_ppm.html).

If you have any comments/suggestions or questions that would benefit the PPM, please contact Alice Contreras at 916-322-0683 or via email [acontreras@sco.ca.gov](mailto:acontreras@sco.ca.gov).

LC:AC:CSS